The John L. Warfield Center for African and African American Studies (WCAAAS) is seeking graduate student applicants for a 20-hour front desk attendant position beginning in mid-August. If interested, candidates should send a CV or resume, their Fall 2019 availability, and contact details for two references to Justice Madden at justice.madden@austin.utexas.edu.

**Title: WCAAAS Front Desk Attendant**  
20-hour/week appointment  
Hourly: $17  
Preferred start date: Aug. 19, 2019  
Requirements: Enrollment in at least 6 credit hours  
Hours: TBD based on availability

**Summary of Duties**  
Serve as the John L. Warfield Center for African and African American Studies’ front-line contact for faculty, staff, students, and other University patrons on a daily basis, interacting with Center patrons in a personable, timely, and detail-oriented manner. Report to and assist Events Program Coordinator with day-to-day office duties and Center programming. Learn and develop capacity to explain University policies.

**Responsibilities**

- Staff Center’s front desk, providing visitors with friendly and professional customer service  
- Conduct Center’s opening and closing procedures  
- Promote all functions and events conducted and sponsored by the Center, as well as other University events as needed  
- Provide event assistance, including, but not limited to, event setup and breakdown, video-recording, and managing sign-in sheets  
- Manage compilation, editing, and distribution of Center’s bi-weekly newsletter  
- Answer Center’s phone and respond to departmental email in a courteous and prompt manner  
- Provide clerical support for Center staff and other student employees  
- Regularly conduct inventory report  
- Manage Center’s events calendar and room reservation requests

This is a 20-hour-per-week position; however, applicants with only 10 hours of weekly availability will be considered. The position does not include tuition assistance or health insurance. For more information on the Warfield Center, visit [https://liberalarts.utexas.edu/caaas/](https://liberalarts.utexas.edu/caaas/).